

Minutes of Waukesha County Airport Operations Commission  
October 12, 2011

Chairman Crowley called the meeting to order at 8:02 a.m.

**Commissioners Present:** Bluemke, Schoepke, Crowley, Richards and Falstad.

**Others Present:** Kurt Stanich, Airport Operations; Bill King, Tenant; Harry Becker, Atlantic Aviation; Brian Behrens, Spring City Aviation; Ken Witt, Midwest Air Traffic Control; Samuel K Cryer, Plane Safe Aircraft; Besty Forrest, WC Dept of Public Works; Keith Markano, Airport Manager; and Jim Singer, Flight For Life.

**Approve modify minutes of Minutes of July 13, 2011 and August 10, 2011**

Richards moved with second by Schoepke to approve the July 13, 2011 and August 5, 2011 minutes. Motion passed.

**Public Comment/Correspondence** – Mr. Behrens (Spring City Aviation) informed the Commission on the status of his application for a fixed base operator and waiting to hear back from the County.

**Chairman's Report** - None

**Airport Manager's Report**

**Potential Obstructions** – Received correspondence in August from Flight Operations regarding potential obstructions in the airport's approaches (specifically trees). Most of these trees have been removed, but an old AIP project shows one of the trees near the banquet center may be in an easement area. Our airport layout plans does not show an easement there. We are researching this to see if there is indeed an easement on file with the County Clerk's office. If not we will need to pursue an aviation easement with the Bureau of Aeronautics to top that tree. There is a project coming up next year (taxiway reconstruction) and asked Flight Operations if this could be included with that project instead of stand alone, and they seemed to agree with that.

**Maintenance Building** – A Phase 1 Inspection was done and two recognized environmental conditions were discovered. There was a 10,000 gallon in ground jet fuel tank on the northeast side of the building. That was a leaking underground storage tank that was removed in the early nineties. Monitoring wells were put in and that was deemed clean in 1997. The monitoring wells were removed, but it is still a recognized environmental condition tied to that parcel of land. There are also two floor drains in the building one in the hangar bay and one in the east vehicle bay. There was discussion if a full blown Phase II inspection but determined at that point it would not be necessary because the County would be retaining the title to the land and selling the building and anything that is in the ground remains in the ground and remains the County's responsibility, so it was decided to camera the drainage system. When this was done it was discovered that the drainage traveled from the hangar bay to the east vehicle bay and that there is essentially a dry well under that bay where oily residue was found. Now the County will be undertaking a Phase II inspection to determine the extent and nature of any potential contamination at this point and if any remediation is needed. The draft lease was sent to Risk Management to review for insurance requirements, a lot description was developed for square footage (because of the setbacks and ten foot high parking restriction line because of the safety areas). Corporation Counsel needs to work on a process for selling a fixed asset on leased County land and this could take awhile. This information was discussed with Mr. Becker (Atlantic Aviation) and Mr. & Mrs. Sam Cryer (PlaneSafe). Initially this was to be completed by November, but now it will be prolonged for a few more months because of the Phase II inspection and working with Corporation Counsel on the structure of the County Ordinance and selling process of the building. The Commission was made aware of Brian Behrens (SCA) interest in the maintenance building also.

**Hangar Demolition** – Worked with Karen Braun (Public Works) to develop bid documents for hangar demolition because Purchasing Department said bids were required. We used a Public Works bid document and incorporated BOA specifications pertaining to demolition or structures on an airport, and information from Airport Advisory Circulars necessary for construction on airports. The document went out for bid and bids were opened last week. The first low bidder had calculation errors and withdrew his bid. The bid will be awarded to Ziegler Grading & Excavation for a cost of \$24,900 and includes the asbestos abatement for hangar 674 and removal of asbestos wiring in hangar 511 as well. Demo request for 674 with We Energies done in September and request to shut off service to building was done earlier this week. Hopefully demolition work will start within the next two weeks on hangar 674.

**Century Fence** – RFP Appraisals went out and due in August and there were no respondents. Reason given was no one wanted to get involved with all of the documentation necessary for the BOA and FAA. Karen Braun worked very hard on this and finally signed a contract with someone this week. No timeline when appraisal process will get started. Requirements for recording documentation are very stringent during the appraisal process. A diary, communications log and certain information must be sent to Century Fence as well.

Crowley – Will Century Fence receive letter from County regarding appraisal process?

Markano – Will call John Connell at Century Fence when timeline is known.

Crowley – Suggest both letter and phone call be made to Century Fence to have on record.

The Commission agreed with Chairman Crowley on his suggestion. Mr. Markano will call Mr. Connell on the appraisal timeline and send a letter also.

Richards – Asked about status of other individual interested in the Century Fence property.

Markano - Nothing has been heard from this party.

Schoepke – Does County have ability to initiate an offer without the appraisal process completed? Is making the offer contingent upon appraisal possible?

Markano – The BOA’s guide book for land acquisition requires appraisals and review of the appraisals then the offer is made based on the appraisals.

Schoepke – Ask Corporation Counsel to look into this and see if there is some flexibility on this process. An asset like Century Fence is very important to the airport and having some flexibility in this process would help if there is competition for this property.

Falstad – Without the appraisals we do not know the dollar amount to offer for the property.

Richards – Has Century Fence established a price on the property?

Markano – Yes. It was listed last year by Century Fence for 1.7 million which is well above what the market price is. The property was assessed at 1.2 million

Markano – Will check with the BOA and Corporation Counsel on any flexibility with this approval process.

Bluemke – Agreed with Schoepke’s recommendation to look into this further in the event an interested party makes an offer on the property before the appraisals are done.

Schoepke – There has to be someone who can make an executive decision on something like this.

Markano – The BOA acts as the airport’s agent. Will call and ask the BOA if the County can make an offer on the property subject to outcome of the appraisal. Commissioners will be informed by e-mailed immediately upon their (BOA) response.

**Airport Vehicle** – Airport vehicle, 97 Chevy Tahoe (County 7) was replaced with an 06 Ford Expedition (County 8) with 42,000 miles on it from the Sheriff’s Department. The purchase was made through the county’s vehicle replacement program. In previous years vehicles were purchased through the airport operating budget for what their residual value was if they would go to auction. The county’s vehicle replacement program is essentially a lease program where we pay a couple hundred dollars per year for a used vehicle that comes out of our operating budget. Working with the County Fleet Department, we decide when to turn in the vehicle and they will look to see when another vehicle that meets our needs will be coming in and make the replacement. This program is a better option for us knowing this will be a fixed cost over the next several years.

Forrest – This program will provide the airport with a newer vehicle more often, and what the budget is providing is the difference in the auction value. The County’s Parks Department uses this program also.

**HLZO (Height Limitation Zoning Ordinance)** – Received an inquiry from Life Care Hospital on Golf Road to put up a flag pole at that location. Referred them to Gary Dikkers (BOA) and the FAA because of where that building sits in relation to our runway protection zone and approach path. Also suggested the flag pole be down lit or consult with a lighting designer/engineer because the HLZO ordinance has a section in it that it should not create any glare. The hospital was looking at a 40 foot high flag pole, which is under the HLZO, so the only issue is the lighting. Correspondence received in our office stated this was entered in to an obstruction evaluation database and we should be hearing back on this soon from the FAA.

**Strategic Plan** – Starting a Public Works Department wide strategic plan to reassess and do a new swat analysis and create overall goals for the department. The airport objectives in the strategic plan match up to what is in the budget book.

#### **Tower Activity and Fuel reports**

**Tower Activity and Fuel** – Fuel flow is wavering steady quarter over quarter. Unfortunately operations continue to fall. Fuel prices: 100LL is \$6.13 a gallon and Jet A is \$5.85 posted price not including discounts.

Becker – 100 LL is the same but Jet A came down and is now \$5.75.

Crowley – Would like information from the airport's biggest users on their plans/concerns (business, market, decrease in travel). This is important information for the airport because if business is dropping it does not look very good going into the winter months, and does not look like it will get much better. What is the airport's strategy to improve this? It would be good to have this information and why there is the decline in the use of their planes.

Schoepke – Are Waukesha numbers compared to other airports?

Stanich – In the past they have been compared against Mitchell and Timmermann. There is a yearly total the State puts out.

Markano – The State puts this out several months later. For example the 2010 survey was completed in July of this year.

Bluemke – Good idea to talk to the airport tenants, because there have been efforts to lower fuel prices at the airport.

Markano – NBAA is going on this week and will get updates on what the business aircraft market is doing. Airport Business e-mail will be coming out and this usually carries industry trends so maybe we can get something out of that.

Richards – The hospitality industry is very concerned about this quarter as far as holiday activity and meetings that are being booked, the numbers are really down and people are spending less money.

Markano – This is true with the airport reauthorization bill also.

Crowley – If we have the opportunity, we must continue to market the airport. What does it take to have businesses fill up here.

Becker – Atlantic does have a reward program that started back in August to keep our customers in house and encourage our fractional operators to use Atlantic for fueling. The rewards program is both a discount program but also a pilot reward. For every 100 gallons purchased they receive \$5 in coupons that goes directly to their account, this has been a very successful program. We now have a double rewards program when they meet certain criteria for how much fuel they can take, those fractional operators that are using Atlantic system know what that magic number is for that particular aircraft. If they are flying a King Air or Citation that amount of fuel is the same at all Atlantic locations. We know that this is working because we do not have to review this with the pilots, they know what that number is and pilots are benefitting from this program.

Bluemke – Is it possible for you to let us know what percentage of your fuel is from fractional? They have these plans at other airports and it would be interesting to see how that applies here.

Becker – Will get this information for the Commission.

More discussion on fueling and discount programs by Atlantic and what other incentives can be used to attract businesses to the airport and offer better customer service.

Crowley – Update on restaurant at airport.

Stanich – County is still interested in this idea but there is skepticism if a restaurant at the airport would be successful. We are obtaining contracts from other airports that have successful restaurants on site.

Civil Air Patrol Air Venture – Youth Aviation Adventure was held at the airport on September 19<sup>th</sup>. This event was attended by 135 youths interested in learning about aviation. They went to about 10 or 15 different stations, about 20 minutes a piece, and received good overview of airports, environment, power plants and tower control. Mr. Stanich was a counselor at one of the stations, airport operations. It was wonderful to see so many youths interested in aviation. The event was tremendously successful thanks to Pam Borque who put everything together along with the Civil Air Patrol.

Wings Over Waukesha wrap up – Statistics: 49 aircraft total; 14,000 guests came out to the event; 200 volunteers, and 25 staff personnel that assisted with the event. In 2010 there were three YouTube videos and this year there were 21, these were posted by people who attended the event took pictures of video and put them out to be seen. Flickr is a photo sharing website is full and Bill King did a wonderful job on Face book. There were over 20 media highlights (article and TV spot), letters and comments phenomenal. Everyone has a very good time. Tom Poberezny (EAA) said we created a wow factor that will last for years. There were only three negative complaints from the community. Unfortunately revenue from the event fell slightly short of expenses, we are still waiting for some money that was promised to come in. We will be doing some fund raising events for money for next year's event.

Bluemke – Status of cell phone tower.

Markano - Received a call in August from AT&T because they collocate on that tower and they were inquiring about other areas for cell phone towers. Followed up this call with Corporation Counsel. to see if anything else was heard regarding the settlement. Have not heard back from Corporation Counsel since then.

**Future Agenda Items**

Restaurant on airport grounds

**Adjourn**

Vice-chairman Richards moved with second by Schoepke to adjourn. Motion carried. Meeting adjourned 9:30 a.m.

**Next meeting: Wednesday, November 9, 2011 at 8:00 a.m.**

Respectfully submitted,

Dick Richards  
Secretary  
October 12, 2011